



February 2020

Dear Applicant

RE: Verification Officer

CRC is totally committed to ensuring that all procedures used in the recruitment process are absolutely fair and satisfy the relevant legislation and guidelines on Fair Employment and Equal Opportunities, Race and Disability etc.

Applicants are encouraged to submit applications at the following address: recruitment@nicrc.org.uk. However, hard copy applications are welcomed and all applications will be treated equally regardless of whether they are hard copy or e-mail.

Applicants should note, when returning application forms via post, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused.

To ensure that our procedures work effectively we would ask that all information, including the monitoring form, be returned. It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

Community Relations Council accept no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise. **INCOMPLETE APPLICATIONS WILL BE REJECTED**

To allow us to compare candidates in an equitable fashion, short-listing is carried out on the basis of information provided on the application form alone. For this reason CVs will not be accepted. Accordingly we may choose to reject any forms which are not fully completed.

Only the original signed application form will be accepted. Please note that continuation sheets (if needed) are only applicable to answers in regards employment history and applicants should use only the space provided on the application form for all other responses. Any additional information/sheets will be disregarded and not considered by the shortlisting panel.

Completed applications must arrive at the offices of CRC no later than **12 noon on Monday 16 March 2020** **LATE APPLICATIONS WILL NOT BE ACCEPTED.**



Once the shortlisting process is complete, we will be in touch with you to make you aware of the outcome. Candidates who are chosen for interview may, as part of the selection process be asked to prepare a presentation or complete a test.

In relation to the interview, should you have any particular building access requirements, we would be grateful if you could make us aware of these when returning your application form so that appropriate arrangements can be made.

Jo Adamson

Human Resources Manager